

## PUBLIC RECORDS REQUEST FORM

*The Tennessee Public Records Act (TPRA) grants **Tennessee citizens** the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist. (City of Portland Ord. No. 17-45)*

**To: City Recorder, City of Portland, 100 South Russell Street, Portland, TN 37148**

**From: Requestor's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

Is the requestor a Tennessee citizen? ☐ Yes ☐ No

**(Copy of Tennessee driver's license)**

Request: ☐ Inspection

☐ Copy/Duplicate

If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed

\$ \_\_\_\_\_? If so, initial here: \_\_\_\_\_

**Delivery preference:** ☐ On-Site Pick-Up ☐ USPS First-Class Mail

☐ Electronic ☐ Other:

### Records Requested:

Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.

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\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Public Records Request Coordinator

\_\_\_\_\_  
Date Received